



ADMINISTRATIVE NOTES

Newsletter of the Federal Depository Library Program

Vol. 11, no. 17

GP 3.16/3-2:11/17

August 15, 1990

Register Now for the Fall 1990 Council Meeting!

And for the 1990 Regional Library Seminar

As announced in the July 15 issue of Administrative Notes, the fall 1990 meeting of the Depository Library Council to the Public Printer will be held in Arlington, Virginia, at the Rosslyn Westpark Hotel. To reserve a room please contact:

Rosslyn Westpark Hotel
1900 N. Ft. Myer Drive
Arlington, VA 22209
(703) 527-4814

The rates are \$77.00 for a single and \$87.00 for a double room. Please mention the GPO Depository Council Meeting when making your reservation. Free parking is available for attendees.

The Council meeting dates are Wednesday, October 24 through Friday, October 26. There will also be a meeting for regional depository librarians on Tuesday, October 23, also held at the Rosslyn Westpark Hotel. Preliminary agendas for both meetings appear on the following pages.

Those who wish to meet to go out to supper on the evening of Tuesday, October 23, should gather in the main lobby of the Westpark at 6:00 p.m.

In order to help GPO plan for these meetings, please take a few moments to fill out the registration form on page 15. We hope to see as many of you as possible!



Spring 1991 Council Meeting Slated for Boston

For those who like to plan ahead, information on the spring 1991 Depository Library Council Meeting is as follows:

Dates: April 17-19, 1991
Location: 57 Park Plaza Hotel
200 Stuart St.
Boston, MA 02116
Phone: (617) 482-1800
Rates: \$80 single/\$90 double



Preliminary Agenda, Fall 1990 Meeting Depository Library Council to the Public Printer

October 24 - 26, 1990
Rosslyn Westpark Hotel
Arlington, Virginia

A.M.

Wednesday, October 24

8:45 - 9:00	Welcome/Announcements	David A. Cobb, Council Chair
9:00 - 9:15	Remarks	Robert W. Houk, Public Printer
9:15 - 9:30	Superintendent of Documents Remarks	Don Fossedal, GPO
9:30 - 9:45	Legislative Update	Richard Barnett, GPO
9:45 - 10:00	Library Programs Service Update	Mark Scully, GPO
10:00 - 10:15	Break	
10:15 - 10:30	GPO Marketing Update	Charles McKeown, GPO
10:30 - 10:45	Depository Services Update	Joe McClane, GPO
10:45 - 11:15	Cataloging Update	Gil Baldwin, GPO
11:15 - 11:30	Update on Current GODORT Issues	Jack Sulzer, Chair, GODORT
11:30 - 12:00	LPS Information Technology Update	Jane Bartlett, GPO

P.M.

12:00 - 1:30	Lunch	
1:30 - 2:00	Regional Libraries Meeting Report	Donna Koepp, Univ. of Kansas
2:00 - 2:30	GPO Requisitions Report	GPO staff
2:30 - 3:00	GPO Regional Printing Procurement Offices Report	GPO staff
3:00 - 3:15	Break	
3:15 - 4:00	Joint Committee on Printing Update	JCP staff

Thursday, October 25**A.M.**

9:00 - 9:15	Announcements	David A. Cobb, Council Chair
9:15 - 10:15	1990 Decennial Census Update	John Kavalinais, Census Forrest Williams, Census
10:15 - 10:30	Break	
10:30 - 11:00	TIGER Files - What Are They and What Will We Get?	Larry Carbaugh, Census
11:00 - 11:30	State Data Centers - Their Role in Federal Information	Larry Carbaugh, Census Mary Redmond, New York State Library
11:30 - 12:00	Council Committee Reports	Janet Fisher, Council Chair-Elect

P.M.

12:00 - 1:30	Lunch	
1:30 - 2:00	Federal Electronic Mapping	Gary North, USGS
2:00 - 4:00	Open Forum	Janet Fisher, Council Chair-Elect

Friday, October 26**A.M.**

9:00 - 9:15	Announcements	David A. Cobb, Council Chair
9:15 - 10:15	Interagency Printers Report	To be announced
10:15 - 10:30	Break	
10:30 - 11:30	Council Recommendations	David A. Cobb, Council Chair
11:30 - 12:00	Announcements/Conclusions	David A. Cobb, Council Chair

1990 Regional Library Seminar Preliminary Agenda

Rosslyn Westpark Hotel
Tuesday, October 23, 1990

A.M.

- 8:30 - 9:00 Introduction and announcements
- 9:00 - 9:30 Regional depositories and collection development issues
- 9:30 - 9:45 **Break**
- 9:45 - 10:30 Discussion and presentations on enhancing the Regional collection with local-interest publications from regional offices of federal agencies
- 10:30 - 11:00 Superseded issues for Regional depositories
- 11:00 - 11:30 Report from National Archives and Records Administration on preservation of electronic format materials
- 11:30 - 1:30 **Lunch**
Divide into groups by library type.
Discussion during lunch should include three issues of greatest concern to that particular type of depository library. Each group should rank the three issues and report to group as a whole after lunch.

P.M.

- 1:30 - 2:00 Report on preservation issues and documents as rare materials.
- 2:00 - 2:30 New inspection forms - Joe McClane.
- 2:30 - 2:45 **Break**
- 2:45 - 3:15 Missing Congressional publications - Barbara Hulyk's report on the inventory.
- 3:15 - 4:00 Break into regional groups.
Discuss issues important to your region; compare issues discussed in group as a whole before adjourning.

Librarians other than regional librarians are welcome as observers.



Federal Depository Library Manual Being Revised

The Depository Library Council is in the process of revising the Federal Depository Library Manual. Many librarians who developed sections of the first edition in 1984 have graciously agreed to extend their expertise for the new edition. The Manual is expected to be distributed in late 1991.

Volunteers are still needed for two of the three suggested core collections: small/medium public library and small academic library. Anne Diamond is serving as chief editor and is being assisted by Margaret Powell (editor in 1984), Joe McClane, and Ridley Kessler. All editors actively encourage your input and your comments.

To volunteer or to make suggestions, please contact:

F. Anne Diamond
Government Information Specialist
Library of Michigan
P.O. Box 30007
Lansing, Michigan 48909

(517) 373-1307
(517) 373-5700 FAX



More FAX Numbers!

Please add the following numbers to the directory printed in vol. 11, no. 10, of Administrative Notes.

DL #	FAX #
0124	(404) 423-6185
0132	(671) 477-9777
0173	(812) 855-3460
0534-A	(412) 738-2661
0588-A	(512) 921-5065



Directory of Libraries with Online Documents Catalogs

Additions and Changes

LPS would like to thank the additional librarians listed below, who have volunteered to be "mentors" and share their expertise with online catalogs with their colleagues. These contacts should be added to the list published in Administrative Notes, vol. 11, no. 11.

DL#:	0056	Phone:	(213) 259-2810
Contact:	Masako Ohnuki	System:	OCLC retrospective conversion
	Documents Division		of entire library collection.
	Occidental College Library		Marcive, Inc. for current
	1600 Campus Road		materials.
	Los Angeles, CA 90041		
DL#:	0065A	Phone:	(714) 773-3449
Contact:	Carol Bednar	System:	OCLC
	University Library, Documents		INNOPAC, INNOVACQ
	California State University,		Dial-up access to community
	Fullerton		
	Box 4150		
	Fullerton, CA 92631		
DL#:	0288A	Phone:	(906) 227-2112
Contact:	Darlene Gruler	System:	Consortium with academic,
	Documents/Maps Librarian		hospital, and public libraries,
	Lydia Olson Library		using NOTIS.
	Northern Michigan University		Marcive, Inc.
	Marquette, MI 49855		
DL#:	0485A	Phone:	(216) 368-6512
Contact:	George Barnum	FAX:	(216) 368-3669
	Head of Government Documents	Internet:	gdb2@po.cwru.edu
	Case Western Reserve University	System:	On-line catalog.
	Libraries		Retrocon with OCLC microcon.
	11161 East Blvd.		CD-ROM.
	Cleveland, OH 44106		

DL#: 0518
 Contact: Betty Tsai
 Documents
 The Library
 Bucks County Community College
 Newtown, PA 18940

Phone: (215) 968-8000
 System: ULISYS, OPAC.

Also change the phone number for Diane Calvin, Ball State University, Muncie, IN (DL# 0180) to: (317) 285-1110.



Council By-Laws Amended

The Depository Library Council has approved its amended by-laws, which the Council revised at its spring 1990 meeting in Arizona. According to David A. Cobb, Council Chair, the amendments involve minor changes such as Council membership to include at least eight full-time documents librarians and changes in the terms of office. The Public Printer has approved the by-laws as amended. They appear in their entirety on the next pages.



DEPOSITORY LIBRARY COUNCIL

CHARTER

Adopted October 23, 1974

ARTICLE I.—*Name.* The official designation of the group established for depository library advice shall be called "The Depository Library Council to the Public Printer."

ARTICLE II.—*Objectives.* The purpose of the Depository Library Council to the Public Printer is to provide advice on matters dealing with the Depository Library Program as provided in Title 44, U.S.C. The Council will limit its work and recommendations to support of the Depository Library Program.

ARTICLE III.—*Time.* The Council will meet at least twice a year to carry out its objectives.

ARTICLE IV.—*Report.* The Council will report to the Public Printer of the United States.

ARTICLE V.—*Support.* The Government Printing Office will provide the necessary financial support for the Library Council as determined by the Public Printer.

ARTICLE VI.—*Duties.* The Council will advise the Public Printer and the Superintendent of Documents on matters relating to the Depository Library Program which is outlined in Chapter 19, Title 44, U.S.C. This will include, but not be limited to, classification, distribution, cataloging, indexing, storage, availability and utilization of depository material and general administration of the Depository Library Program.

ARTICLE VII.—*Meeting.* The estimated number of meetings of the Council is a minimum of two each year, approximately six months apart.

ARTICLE VIII.—*Operation.* The Council, though not subject to the Federal Advisory Committee Act, will generally operate in accordance with the Act but subject to modifications by the Public Printer. The Council will expire on January 1, 1975, unless renewed in writing by the Public Printer prior to that date.

ARTICLE IX.—*Amendments.* The Charter may be amended by majority vote of the Council at a duly constituted meeting.

ARTICLE X.—This Charter is filed November 1974.

BYLAWS

ARTICLE I.—*Name.* The name of this organization shall be the Depository Library Council to the Public Printer.

ARTICLE II.—*Purpose.* The purpose of the Depository Library Council to the Public Printer shall be to advise the Public Printer and the Assistant Public Printer (Superintendent of Documents) on matters dealing with the Depository Library Program, specifically:

- a. Needs of depository libraries relative to Government information.
- b. Cataloging and indexing of documents.
- c. Shipping and handling publications.
- d. Availability of information to patrons and the public.
- e. General administration of the program.

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- f. Appropriate formats for the distribution of government information to depository libraries.
- g. Matters relating to federal information policies impacting the Depository Library Program.

ARTICLE III.--Membership.

Section 1.—General Membership. The membership of the Depository Library Council shall consist of not more than fifteen members of the library community appointed by the Public Printer. The Public Printer and the Assistant Public Printer (Superintendent of Documents) are *ex-officio* members.

Section 2.—Membership Makeup. At least eight of the members of the Council shall be persons who work full-time with Government documents in a depository library. Council membership shall represent a cross section of various types of libraries in the Depository Library Program.

Section 3.—Term of Office. The members shall serve three years, five retiring each year and five entering each year; and, members may be reappointed for a second term. Terms shall begin October 1.

Section 4.—Vacancies. Vacancies on the Council will be filled in cases where the remaining term is at least 1-1/2 years or three Council meetings. Vacancies on the Council will be filled by the Public Printer after consideration of recommendations from library associations, Council members and other librarians.

Section 5.—Alternates. A member of the Council may designate a non-voting alternate to serve as an observer in the member's absence at the discretion of the Chair.

ARTICLE IV.—Officers of the Council.

Section 1.—Officers. The Officers of the Council shall be a Chair, a Chair-elect, Past-Chair, and a Secretary. The terms of office shall begin at the close of the spring meeting, except that the Secretary's term begins on October 1.

Section 2.—Selection of Officers. The Chair-elect shall be nominated by the Council during its spring meeting. The Chair-elect shall be selected from the members of the Council who are in the first year of their term on the Council, shall serve as Chair-elect for the year following selection, and shall automatically become Chair for the second year at the close of the Spring Council meeting. The outgoing Chair shall serve as Past-Chair until the end of the Council term. If, for any reason, the Chair-elect shall not be able to complete the term for which confirmed, the Council shall nominate at its next regular meeting a person to complete that term. The Secretary shall be appointed by the Chair-elect for a one year term.

ARTICLE V.—Duties of the Officers.

Section 1.—Chair. The Chair shall preside over the meetings of the Council, shall be responsible for the agendas for the fall and spring meetings, shall appoint such committees as necessary to carry out the duties of the Council, shall review the official proceedings of the fall Council meeting, and shall serve as direct liaison between the Council and the Public Printer.

Section 2.—Chair-elect. The Chair-elect shall perform all acts and duties ordinarily required of the Chair in the absence of the Chair. The

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Chair-elect shall preside over the Open Forum sessions at the fall and spring meetings. Should the Chair and the Chair-elect be absent from any meeting, the Council shall select from the members present a person to act as Chair for that particular meeting.

Section 3.--The Secretary. The Secretary shall prepare a summary report of each Council meeting for publication in Administrative Notes. The Secretary shall handle correspondence and other record keeping at the request of the Chair.

Section 4.--Past-Chair. The Past-Chair shall serve the new Chair in an advisory capacity, and shall be responsible for reviewing the official proceedings of the spring meetings.

ARTICLE VI.--Meetings.

Section 1.--Regular meetings. The Council shall meet twice a year, in the spring and in the fall, at times and locations designated by the Public Printer.

Section 2.--Additional meetings. The Chair may call additional meetings upon the written request of the Public Printer or a written request of eight or more members of the Council.

Section 3.--Notice of meetings. Notice of meetings shall be mailed to the membership at least thirty days before that date of each meeting, and notice will be published in the *Federal Register*.

Section 4.--Open meetings. Meetings of the Council will be open to the public.

ARTICLE VII.--Reports.

Section 1.--Reports of meetings. The Secretary shall prepare a summary report of each meeting for publication in Administrative Notes.

Section 2.--Proceedings of meetings. The official proceedings of Council meetings shall be recorded by a court reporter. The proceedings of the fall meeting shall be reviewed by the Chair and the proceedings of the spring meeting shall be reviewed by the Past-Chair. The proceedings shall be published and disseminated to Council and to all depository libraries.

ARTICLE VIII.--Rules of Order. The rules contained in the latest edition of *Robert's Rules of Order* shall govern the meetings of the Council in all cases to which they can be applied and are not inconsistent with the charter or special rules of the Public Printer.

ARTICLE IX.--Amendments. These bylaws may be amended by majority vote of the Council at a duly constituted meeting.

ARTICLE X.--Archives. The archives for the Depository Library Council shall be housed and maintained at the University of Illinois Library. The Council shall follow the guidelines of the Library for submitting records for the archives collection.

Amended October 18, 1977

Amended April 1986

Amended April 27, 1990

Whatever Happened To . . . ? ? ?

Date July 2, 19901990-08Page 1 of 2

<u>Class no.</u>	<u>Item no.</u>	<u>Status</u>
D 301.45/27-6:989/4	0421-E-03	<u>Quarterly R & D Summary, Fourth quarter 1989</u> LPS has been informed by the Air Force Department that this issue was never published.
L 2.61/10:	0771-B	<u>News, Producer Price Indexes</u> No issues provided for 1989
L 2.60/3:989/8 L 2.60/3:989/3 Q	0771-G	<u>News, U. S. Import and Export Price Indexed</u> <u>August 1989 and Third Quarter 1989</u> Agency did not provide copies
L 2.38/3-2:	0768-F	<u>News, Consumer Price Index, (monthly), Jan.,</u> <u>Feb., Mar., May, June, July, Oct., Nov.,</u> <u>Dec., 1989</u> Agency did not provide copies
L 37.12/2-2:	0780-A-12	<u>News, Unemployment*Weekly Claims Report, 989/</u> <u>8, 989/27, 989/42, 989/44</u> Agency did not provide copies
L 1.78/2:	0771-F-02	<u>Business Press Service, (Weekly), 989/1, 2,</u> <u>3, 4, 5, 6, 7, 8, 9, 10, 12, 13, 14, 15, 16,</u> <u>18, 20, 22, 23, 25, 26, 28, 29, 30, 31, 32,</u> <u>33, 34, 35, 36, 37, 38, 39, 41, 43, 45, 46,</u> <u>47, 48, 49, 50, 51,</u> Agency did not provide copies Numerous issues of the above publications for 1989 from the Bureau of Labor Statistics were not received for distribution by LPS, or were received short and the agency cannot provide additional copies, missing copies will not be reprinted and no rain check shortages will be filled.
NAS 1.9/4:26/4	0830-K	<u>Scientific and Technical Aerospace Report</u> <u>February 23, 1988</u> NASA has informed LPS that they no longer can supply us with this publication.

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Date July 2, 19901990-08Page 2 of 2

<u>Class no.</u>	<u>Item no.</u>	<u>Status</u>
PrEx 1.10/3-3:1/3 PrEx 1.10/3-3:2/1	0766 0766	<u>Worklife, September 1988</u> <u>Worklife, January 1989</u> The issuing agency has informed LPS that they cannot provide us with these two publications.
T 17.16:24/4	0950-F	<u>Customs Today, Vol. 24, No. 4</u> The Treasury Department has informed LPS that they cannot provide additional copies of this publication, no rain check shortages will be filled.
TD 5.9:V 4	0937	<u>Light List, Vol. 4, Gulf of Mexico, Econfinia River, Florida to Rio Grande, Texas, 1990</u> The class and item number above is correct for volume 4, although the list of classes has volume 4 as the Great Lakes, the Great Lakes are volume 7, also item number 937.

Survey

List of U.S. Senate Publications

Does your library use the List of U.S. Senate Publications that appears monthly in Administrative Notes? Are there other products (such as CIS indexes) that can serve the same purpose? The Senate Library would like to poll depositories to determine if the monthly list is useful to them. If the survey results indicate that the list is of limited utility, the Library will discontinue its compilation. Please take a few minutes to complete the following survey and return it to the Senate Library (**not** to GPO). Just fold this sheet so the address on the verso is on the outside, seal, and put in the mail.

- ☐ The List is essential in my library and cannot be replaced by any other tools.
- ☐ The List is used in my library but not essential; other tools could take its place.
- ☐ The List is not used in my library.

Comments:

Please respond by September 30, 1990.

fold 1

United States Senate

OFFICE OF THE SECRETARY
SENATE LIBRARY

SUITE S-332
THE CAPITOL
WASHINGTON, DC 20510-7112

OFFICIAL BUSINESS

Walter *Stewart*
SECRETARY OF U.S. SENATE

Senate Publications List Survey
U.S. Senate Library
The Capitol S. 332
Washington, D.C. 20510-7112

fold 2

Registration Form

1990 Regional Library Seminar
Fall 1990 Council Meeting

Mail to: David Brown, Conference Manager
Library Programs Service (SL)
U.S. Government Printing Office
Washington, DC 20401

- ☐ Yes, I plan to attend the 1990 Regional Library Seminar.
- ☐ Yes, I plan to attend the Fall 1990 meeting of the Depository
Library Council in Arlington, VA.

Please type or print clearly:

Name

Institution

Library/Office

Address

Telephone (include area code)

City/State/Zip Code



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